

OTE 81-3708

8 MAY 1981

MEMORANDUM FOR: Director of Logistics

FROM:

Director of Training and Education

SUBJECT: Conversion of Rendezvous Room Space to
Language Classrooms

1. On 30 April representatives of the Language School and the Architectural Design Staff of the Logistics Services Division agreed upon the classroom configuration to be installed in the space now occupied by the Rendezvous Room on the balcony of the South Cafeteria. All issues regarding the construction of the classrooms were resolved; occupancy is planned for the fall of 1981.

2. The Office of Training and Education (OTE) had not anticipated funding a project of this magnitude and has no funds so budgeted. A rough estimate of the cost is approximately \$50,000 which does not include all the necessary furnishings. We are prepared to assume financial responsibility for the conversion on the assumption that sufficient funds can be reprogrammed within OTE to finance the project.



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DDA/OTE/LS/i. (5 May 81)

Additional Space for the Polygraph Branch

The Polygraph Branch has requested an additional 1800 square feet of space (memorandum attached). Because of the unique technical support for the overall polygraph operation that is in place, it is highly desirable that the additional space be located in the same area. Obviously, the space currently occupied by the Office of Public Affairs (OPA) would offer the most practical solution. However, there is no space available to relocate the OPA and no contemplated change in their organization that would result in any portion of the OPA space being made available.

One possibility that is being discussed with the Chief, Security Support Division, OS (SSD/OS) is whether space to be vacated by the Security Records Division on the ground floor, D and E corridors, might be acceptable. There are the obvious concerns about the separation of supervision and administrative support and the more complex technical problems that would be caused by a split shop. Subject proposal will be reviewed in detail with the C/SSD/OS and progress reported to the Agency Space Steering Committee.